

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2002 - JUNE 30, 2003**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Clerk of the Board

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	3	Hours	38	X	\$16.54	=	\$628.52
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Types of work performed by GENERAL VOLUNTEERS in this category:

Support in rose Garden Maintenance: cultivation, pruning, weeding and pest control

Planned, organized and coordinated patriotic photo exhibit for placement on 4th floor of the CAC.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	114	Hours	686	X	\$16.54	=	\$11,346.44
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Facilities Ground Maintenance and Building Maintenance: Pick up trash in parking lots and garden; assist gardeners in digging and repairing broken sprinkler; assist maintenance staff in housekeeping of mechanical rooms and sub-basement; painting and moving office furnitures/equipment.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
					\$0.00
					\$0.00

No. Vol.	0	Total Hours	0	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>3</u>	<u>38</u>	<u>\$629</u>
<u>114</u>	<u>686</u>	<u>\$11,346</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	117	Total Hours	724	Total Value	\$11,974.96
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

TOTAL VALUE =	\$0.00
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4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours	154	X	Rate	\$13.58	\$2,091.32
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours		X	Rate	\$0.00
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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : _____ Cost: _____

Item : _____ Cost: _____

Item : _____ Cost: _____

TOTAL OF OTHER PROGRAM COSTS =

\$0.00

d. TOTAL OF PROGRAM COST ($4a+4b+4c$) =

\$2,091.32

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a	Total Dollar Benefits of Volunteers, Item 2d	\$11,974.96
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b. Total of Donations to Volunteer Program, Item 3	\$0.00
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c. Subtract Total of program Costs, Item 4d	\$2,091.32
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TOTAL PROGRAM BENEFIT:

\$9,883.64

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board Department promotes the County Volunteer Program through the use of the County Television Network, the DHR job line, the Clerk of the Board web page, and through recognition programs.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Coordinated the Board of Supervisors' monthly and annual volunteer recognition events.
Coordinated quarterly volunteer coordinators' meetings. Recognized Department Volunteer
as one of County's Volunteers of the Year.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2003-04:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to expand department's use of volunteers for special projects. Offer increased opportunities for student volunteers. Continue to recognize volunteers at monthly volunteer recognition event.

9. GENERAL INFORMATION:

Name of person completing report: David Hall

Phone: 619 531 5433 **Mail Stop:** A-45 **E-Mail:** David.Hall@sdcounty.ca.us

Volunteer Coordinator: Grace Andoh

Phone: 619 531 5616 Mail Stop: A-45 E-Mail: Grace.Andoh@sdcounty.ca.us

10. DEPARTMENT CERTIFICATION:

Thomas J. Ry -
DEPARTMENT HEAD SIGNATURE

7.18.03
DATE

Please return this report by Friday, July 18, 2003, to the Clerk of the Board Department:
MS A-45; 1600 Pacific Highway # 402, San Diego, CA 92101; FAX (619) 685-2259.

1. Prophase
2. Metaphase
3. Anaphase
4. Telophase
5. Cytokinesis